

No. 18-12/2004-Fin

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय
SECRETARIAT

Port Blair, dated the 10th July, 2004.

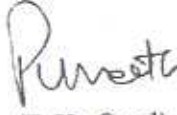
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Sub: Procedure for drawal of advances and settlement of advance drawn.

It has been observed that drawal of advance is being done as per GFR 258 for facilitating the execution of schemes, purchase etc. These advances need to be settled within the time prescribed under the provisions of the General Financial Rules and the instructions of Govt. of India. It is emphasized that all the Heads of Departments/Offices who draw advances for incurring expenditure should carry out a monthly review and settle the advances drawn with the concerned Pay & Accounts Officer in accordance with the procedure.

2. The expenditure sanction should specifically mention drawal of advance for special departmental purposes. After the advance is utilized, the concerned Heads of Departments/Offices and Drawing & Disbursing Officers may submit the adjustment bills to the concerned Pay & Accounts Officer based on the sanction order itself. It is clarified that there is no need to seek concurrence of Finance once again for the settlement of advance drawn.

3. The Director of Accounts & Budget will monitor the settlement of advances through "Outstanding Bills to be Adjusted" (OBA) Register.


(P.K. Goel)
Secretary(Finance)

Copy to :-

All concerned.